



NATIONAL GUARD BUREAU
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NGB-J1

1 September 2010

**MEMORANDUM FOR ALL JOINT FORCE HEADQUARTERS-STATE DIRECTORS OF
MANPOWER AND PERSONNEL AND STATE AND WING SEXUAL ASSAULT
RESPONSE COORDINATORS**

**SUBJECT: National Guard Sexual Assault Prevention and Response (SAPR) Program
Policy Guidance**

1. The National Guard is making tremendous strides in eliminating sexual assaults. Sexual assault is unacceptable and completely contrary to the values of the Army and Air National Guard. This document provides guidance on preventing and properly responding to sexual assault situations within the National Guard community.
2. The Department of Defense (DoD) Sexual Assault Prevention and Response (SAPR) Program, developed in 2006, applies to all active and reserve components, to include National Guard members who are sexually assaulted when performing active service or inactive duty training (as defined by 10 USC, Chapter 47, 101(d)(3)). The National Guard Bureau (NGB) will continue to develop policy to assist the states in their development and implementation of the SAPR program. Program instruction is found in DoDD 6495.01, DoDI 6495.02, Army Regulation (AR) 600-20 (Chapter 8), and Air Force Instruction (AFI) 36-6001. The guidance, all of which was updated in 2008, demonstrates the ongoing efforts by our leadership to tackle this crime.
3. It is essential that we work collaboratively to ensure our National Guard leaders promote positive command climates where victims have confidence in their chains of command and civilian or military investigators so as to ensure immediate reporting of sexual assaults. This requires diligent command focus. Here are some specific ways to demonstrate the importance of this program:
 - a. Sexual Assault Response Coordinators (SARCs) and Victim Advocates (VAs). Your support to the JFHQ-State SARC is the key to an effective program. Each state and territory must have a trained JFHQ-State SARC. We strongly suggest appointing at least an E-7 or above, a CW2 or above, or an O-3 or above for this position to meet Army and Air Force requirements. IAW AFI 36-6001, ANG SARCs must be at least a captain or above. NGB-J1-TN published a technician position description for a full-time JFHQ-State SARC in March 2008 and a qualifications instruction for the JFHQ-State SARC in November 2009. To meet full implementation needs of the SAPR program, either dual status or non-dual status technicians may be selected for this full-time JFHQ SARC position. The position description does not allow amendment to add duties for other programs. To have an effective and proactive prevention program, each state

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needs a full-time person as the primary SARC to meet the training and response requirements for the state. The JFHQ-State SARC represents the Joint State Forces and coordinates both the ARNG and ANG SAPR programs in the state. SAPR is intended to be a joint program in order to maximize State resources and to ensure the best capability for confidential response across your state. JFHQ-State SARCs or ANG Wing SARCs cannot have other duties that conflict with their responsibilities. Dual status technicians must not be individuals on G-series orders, first sergeants, chief master sergeants, commanders, individuals associated with law enforcement or investigations, individuals assigned to the Office of the Staff Judge Advocate, health care personnel (HCP) working in clinical roles with whom assault victims may come in contact, individuals assigned to Equal Opportunity (EO) offices, individuals assigned to the Office of the Installation Staff Chaplain, or individuals assigned to the Inspector General staff because of the potential for legal, professional, or community conflicts of interest. If EO representatives are assigned as the JFHQ-State SARC as a collateral and not primary duty, they must allow sexual assault victims to report a restricted case and the report must remain confidential.

b. Training. Initial awareness, annual, and pre/post deployment training on SAPR are mandatory for all National Guard members. New recruits should receive initial SAPR training while in the Recruit Sustainment Programs or Student Flight Programs. Initial awareness training material is available through NGB-J1-SAPR. Annual refresher training must be completed for all National Guard members, including commanders and first responders. Trained SARCs or VAs in each unit or squadron should conduct annual training. NGB J1-SAPR has provided each JFHQ-State-SARC a copy of the ***NGB Bystander Intervention*** training tool that focuses on core values as a method of teaching sexual assault prevention. Additional annual training tools are available through NGB-J1-SAPR.

c. Reporting. The JFHQ-State SARC must report sexual assaults to NGB-J1-SAPR and to the victim's chain of command within 24 hours after being notified of a sexual assault. ANG SARCs should report all assaults to wing leadership and the JFHQ-State SARC who informs state leadership. If the report is restricted, only non-identifying information is provided to the chain of command. NGB-J1-SAPR keeps NGB senior leadership apprised of the number of sexual assault reports through quarterly demographic information. Sexual assault reports should not be sent to anyone via email due to potential compromise of case confidentiality. The JFHQ-State SARC inputs sexual assault case demographics with non-identifying information into GKO/SAPR Victim Case Management section as a reporting requirement to NGB. If the JFHQ-State SARC duties are collateral, as opposed to primary duties, they must not have other appointed duties that conflict with his or her SAPR duties.

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d. Confidentiality. Confidentiality must be maintained to comply with DoDI 6495.02. JFHQ-State SARCs must maintain communication with you and your leadership to ensure the program operates in accordance with confidentiality regulations and that you are kept aware of sexual assaults that take place within your command.

e. Victim Privacy. The foundation of the SAPR program is designed around victim care and support. You must emphasize to your commanders and leaders, both commissioned and non-commissioned officers, that respecting the privacy and dignity of sexual assault victims is foremost. Individuals have no reason to hear about sexual assaults unless they have a legitimate “need to know” and are in either the victim or alleged offender’s chain of command. The reports that the JFHQ-State SARC generates have been specifically designed by DoD and the Services to avoid release of unnecessary graphic details and to protect the identity of the victim. Your JFHQ-State SARC is trained to provide you or your representative with the amount of detail necessary.

f. Federal, State and Local Programs. National Guard members who are assaulted should be afforded the maximum opportunity for support that we can give them while keeping within the federal and your respective state statutes, and the National Guard member’s status at the time of the sexual assault. Your JFHQ-State SARC should be given the latitude to establish resources with state agencies, local coalitions, hospitals, and victims’ groups to find resources for your SAPR Program and to provide victims accurate advice with as many options as possible.

g. Committee and Review Board. Establish a JFHQ Sexual Assault Prevention and Response Committee (SAPRC). The SARPC is required to meet monthly per regulation to provide recommendations to the Adjutant General, or representative, on program development and implementation. If necessary, the meetings may be conducted via VTC or teleconference to include individuals that are geographically dispersed as long as restricted case details are never discussed. The SAPRC reviews ongoing unrestricted cases to insure the victim is receiving proper follow-up services and resources. SARPC members include TAG or designee, the JFHQ-State SARC, ANG Wing SARCs, the VA, a chaplain, HCP, law enforcement representative(s), and a Judge Advocate. Additional civilian resources may be included on the SAPRC to build relationships with the local community; however, sexual assault cases should never be discussed with civilian resources present.

h. State Status Reports. The JFHQ-State and Wing SARC must provide monthly reports to NGB-J1-SAPR on the required metrics set by NGB-J1 memorandum, Subject: Quarterly Update Requirements for the Sexual Assault Prevention and Response (SAPR) Program for all States, Territories and the District of Columbia,

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19 February 2009. These report results are compiled quarterly to measure basic elements for training requirements, sexual assault report documentation and state program development. State status reports are provided to state and NGB leadership on how well states are implementing program requirements based on data submitted for the metrics.

4. We cannot lose sight of our ultimate goal, which is to eliminate this crime. The National Guard is working to develop a solid program that needs the support of every leader – commissioned and non-commissioned officer, commander, soldier and airman. Success requires our constant and unrelenting attention.

5. The NGB SARC cell phone number is 1-866-601-0577 or 571-215-9392. NGB points of contact are LTC Alfranda Durr, Chief, SAPR at DSN 327-1460, 703-607-1460, or Alfranda.Durr@us.army.mil; or Ms. Jane Lux, NGB SAPR Program Manager, at DSN 329-0577, 703-601-0577, or jane.lux@us.army.mil. Additional program information is available at www.sapr.mil or https://gkoportal.ngb.army.mil/sites/J1_SAPR/default.aspx or on the Joint Services Support Portal at www.jointservicesupport.org/SAPR.



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